



SPRING

NEWSLETTER

2010

Tool Up for Spring with Classes from PDS

Keep yourself sharp, learn new skills and be prepared to help solve the challenges that our state faces by taking classes from PDS. Whether you are just starting out or are a seasoned pro, everyone can use some training and education. Click on to the [PDS website](#) to see the vast array of offerings and find one that is best for you.

Popular Services Contracting 2-Day Course Offered in June

Are you responsible for securing goods and/or services for the State of Iowa? If so, the [Services Contracting: From Beginning to End](#) (GI 148 & GI 149) class is for you. Join us for a two-day class that will cover everything you need to know about procurement, RFPs, RFIs, evaluations, pitfalls, timelines, master agreements and so much more. Presented by the DAS-Procurement team and the Attorney General's office, this important class promises to provide you with the details and information you need to procure goods and services in a competitive selection process that is fair, open and objective.

This class fills quickly so contact your Training Liaison today to enroll. The dates are June 1-2, 8:30 - 4:30; \$99 per day or \$169 for both days.

Customized Training Brought to You

What You Need, When You Need It

Do you have a team meeting coming up? A strategic planning session on the horizon? A need to address some specific skills in a customized setting? PDS is here to help you with all of that and more.

Virtually any PDS catalog session can be customized and brought to you and your team. Maybe you need teambuilding skills within a larger meeting. PDS can help with that. Maybe you need basic writing workshop to address some shared deficiencies. PDS can help with that. Maybe you are looking for 1:1 coaching for yourself or a team members. PDS can help with that too.

Not sure what you need? We can help with that too. Give us a call today and we can get started tomorrow!



**Call Judy
Akre
@
515-281-6383**

Receive E-Mail Updates Directly from PDS

Sign up now to receive PDS notices, updates, changes, etc. directly to your e-mail in-box. Simply click [here](#) to send your request to the PDS mailbox. We'll get you signed up and keep you in the know!

Doing More With Less

Are you having to do more in less time? On **April 15** we have two half-day sessions which will help you get the most out of your day. You will learn tools to remember more and ways to relax while keeping all the "balls in the air" successfully.

[Memory Power Tools](#)

(GI 203)
8:30 - 12:00 ♦ \$75

[Putting More Life in Your Time](#)

(GI 240)
1:00 - 4:30 ♦ \$75



*Presented by:
Richard Stanley
Training Evolution*

Save Money on Computer Classes

Take advantage of the flexibility and diverse technology training courses we offer through our business partner New Horizons. For a complete listing of courses, visit our [website](#).



PDS Certificate Programs

PDS Certificate programs are designed to build a foundation of learning and create a solid base of understanding. Not only are they valuable to the position that the employee is currently in, they also help position them for future opportunities. There are five tracks or certificates that are available:

**Foundations of Government
Administrative Assistant
Achievement
Applied Business Series
Applied Management Series**

For a complete listing of our upcoming workshops, check out our [website](#).

"Tools You Can Use" Spring Webinar Series

PDS is pleased to bring you a new training series through distance-learning. Webinars are growing in popularity for many reasons but mainly because of cost-savings. Participants can access essential training at a fraction of the cost of an in-person seminar without incurring travel expenses. PDS webinars are also recorded and can be accessed 24/7. Gather your team in meeting room and with the use of a laptop and a projector, train everyone at one low price.

Preventing Sexual Harassment for Supervisors ♦ March 30 ♦ Tom Good
Preventing Sexual Harassment for Employees ♦ April 6 ♦ Tom Good
Complying with the NEW FMLA Regulations ♦ April 13 ♦ Roxanne Rogers
Understanding & Complying with the EEO and AA ♦ April 20 ♦ Roxanne Rogers
Employee Recognition on a Shoestring Budget ♦ April 27 ♦ Roxanne Rogers
Essential Competencies ♦ May 4 ♦ Carol Paquette
Email Etiquette Made Easy ♦ May 11 ♦ TBD
Everything You Need to Know About FMLA ♦ May 18 ♦ Roxanne Rogers

Webinars

**2:00 - 3:30
\$49 per session**

**Sessions will be
recorded for 24/7
access.**

**Performance & Development Solutions
Iowa Department of Administrative Services**

Website: <http://learnatpds.iowa.gov> ♦ **E-Mail:** pds@iowa.gov ♦ [Download Course Registration Form](#)

Judy Akre (515) 281-6383 ♦ Brian Mayer (515) 281-5456